

**MEMORANDUM OF AGREEMENT  
COVID-19**

**BETWEEN THE NORTHBOROUGH SCHOOL COMMITTEE, SOUTHBOROUGH  
SCHOOL COMMITTEE, AND THE NORTHBOROUGH-SOUTHBOROUGH  
REGIONAL SCHOOL COMMITTEE  
AND  
NORTHBOROUGH TEACHERS ASSOCIATION, SOUTHBOROUGH TEACHERS  
ASSOCIATION, AND THE ALGONQUIN REGIONAL TEACHERS ASSOCIATION**

The Northborough, Southborough and Northborough-Southborough Regional School Committees (the Committee) and the Northborough, Southborough, and Algonquin Regional Teacher Associations (the Association) agree to the following terms impacting employees in response to the COVID-19 pandemic. This is a one-time non-precedent setting agreement to ensure that we are all operating with the same information in these unprecedented times.

Our mutual goal is to keep students connected and engaged. The expectation is that educators are creating engaging, meaningful and productive learning opportunities for students through an appropriately structured educational program. We agree to incorporate the NSBORO-CONNECT 2.0 document into the agreement as well as the following:

**I. REMOTE LEARNING UNDERSTANDING:**

- Remote learning can take place in a multitude of ways, including by helping students engage with resources in their everyday lives and in the natural world around them. Remote learning also provides unique opportunities to further engage students in the arts or interdisciplinary work. Finally, we must be conscious of the effects of increased screen time and seek a balance between learning through technology and remote learning that happens offline to support students' curiosity and understanding.
- We expect this learning to take place via a combination of educator-directed learning and student self-directed learning. Remote learning can encompass a wide variety of learning opportunities. While technology can be a supportive tool, we will also consider ways that student learning can continue offline. This could include exploring the natural world, activities to support students' local communities (with appropriate social distancing), and engaging, hands-on projects and artistic creations that stem from students' own passions and experiences.
- We understand that the individual student experience will vary depending on student age, individual and family needs, access and capacity for remote learning (including access to technology and internet), and the ongoing health of students, families, and staff.

## II. THE EDUCATOR WILL:

- Be accessible to students, via email, Monday through FRIDAY. Emails will be responded to within one school day.
  - Elementary: 8:30 to 2:00 PM
  - Secondary: 9:00 to 2:30
- Be available for “Office Hours” from 9:00 AM to 11:00 AM on Friday of each week, this includes student contact, common planning, IEP meetings, etc.
- Communicate if they are unable to make contact with students or families, they are letting their school leaders or guidance know.
- Set up a Google Classroom in grades PreK-5 or other online mechanisms agreed upon by their school. Grades 6-12 will use CANVAS.
- To the extent practicable, provide feedback on student work completed at home. Academic content will be graded as “credit/no credit” and/or “pass/fail”, before providing a “no credit” or “fail” due consideration must be made for equitable access to learning opportunities during this closure, keeping in mind the variety of technology, health, disability, and language challenges that could occur.
- Complete and upload grading of student work, on a pass or fail basis, through the end of the emergency closure, including all report card and progress report notes.

## III. THE DISTRICT WILL:

- Keep a log (at the school) of all successful and attempted family and student contacts in a manner agreed upon by their school.
- Agree that the provision in collective bargaining agreements around the educator evaluation process with reference to required observations will be waived.
- Provide staff with generous advance notice for synchronous staff meetings (like CPT, department meetings, ILT, etc.) with recorded meetings and notes for those who cannot attend. A consistent weekly schedule is strongly encouraged. Staff should notify their school leaders if they are unable to attend a real-time meeting.
- Understand that while virtual meeting platforms are being used, educators can use the audio-only options and are not required to be on video in their homes or to upload videos from home.
- Agree that compensation will continue for all Association members, if the closure is extended beyond May 4, 2020.

## IV. ADDITIONAL INFORMATION:

- Aides/ESP’s should follow the same timeframe as educators, attend any real-time sessions and be in communication with the teacher regularly as well as support student needs remotely as able.

- Administrative Assistants should continue to work with their supervisor to support school needs remotely during this time.
- Both Aides/ESP's and Administrative Assistants should explore opportunities for professional development with skills ex: Google docs, Excel, Powerpoint - and keep a record of any professional development completed  
<https://teachercenter.withgoogle.com/> or  
<http://www.nea.org//home/education-support-professionals-esp-resources.html>

This agreement is in place in addition to the collective bargaining agreements that are currently in place during this time of the State of Emergency/Force Majeure. This agreement is not intended to modify the collective bargaining agreements beyond this period. Where there is a conflict between the language in the collective bargaining agreement, the language in the contract would be waived and the NSBORO-CONNECT 2.0 and this Memorandum of Agreement language would prevail.

IN WITNESS WHEREOF, the parties have set their hand and seal by their duly authorized representatives, this 30th day of March 2020.

For the Committees

DocuSigned by:  
*Gregory Martineau*  
AAC5793BD270441...  
Superintendent

For the Algonquin Regional Teachers Association (ARTA)

DocuSigned by:  
*Gina Johnston*  
BFE321DB717043E...  
Co-President  
DocuSigned by:  
*Dimce Selby*  
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Co-President

For the Southborough Teachers Association (STA)

DocuSigned by:  
*David Finneran*  
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President

For the Northborough Teachers Association (NTA)

DocuSigned by:  
*Peter Olson*  
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President